

For: State and County Offices

County Office On-Line Workload Training

Approved by: Acting Deputy Administrator, Management

Dennis J. Taitano

1 Overview

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Background

For the past 4 years, the Budget Division (BUD), County Budget and Work Measurement Section, with the assistance of State and County Office employees, has provided National workload and work measurement training to State and County Office employees. The primary purposes of the training was to provide updated information for completing year-end workload reports and also provide training for new work measurement County Offices. State Office employees attending the training were responsible for returning to their State and providing updated workload training information to their County Offices. Despite the requirement of subsequent State training, there continues to be many of the same problems and misunderstandings in the annual County Office workload reporting.

For FY 2002, an alternative method is being used to provide updated year-end workload information. This new training format will also allow us to reach directly all employees responsible for workload reporting.

B

Purpose

This notice informs State and County Offices that an online training module for FY 2002 year-end workload training has been developed. This training:

- is available on the Work Measurement/Workload Homepage on the Intranet
- provides all County Offices with the same information to increase consistency to the reporting process.

Disposal Date

January 1, 2003

Distribution

State Offices; State Offices relay to County Offices

Notice AO-1271

2 Action

A

County Office Action

All permanent County Office and GS employees must complete the online training module before transmitting the County Office workload report. CED shall determine whether temporary employees need to complete the training. When employees complete the training module, they shall send an e-mail to their State Office to certify completion.

The module will take less than 30 minutes to complete and includes:

- the uses of workload data provided by County Offices
- what information to review before completing the workload reports
- trouble-shooting methods for problems with software and queries
- how to correctly complete requests for revisions to query unit counts.

Employees shall take the following steps to access the training module.

Step	Action
1	Access the training through the FSA Intranet at: http://dc.ffasintranet.usda.gov/ . Click on “BD” under Intranet Subwebs to access BUD’s homepage.
2	Click on “WM/WL Homepage” button to access the Work Measurement/Workload Homepage.
3	Click on “FY 2002 Workload Training” to access the WM/WL Training Page.
4	Scroll to the bottom of the page and click below the question, “Ready for basic workload training?”
5	PowerPoint software will launch. A warning box will pop up. Click on “Enable Macros”.
6	Click on slide show; click your mouse to advance the screens.
7	When you have completed the training module, click on “Send Training Certification E-mail” on the WM/WL Training Page, and click on your State. An e-mail box will pop up to your State contact. Type your name in the Message box to certify that you have completed the training.

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2 Action (Continued)

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State Office Action

State Office point of contact will receive an e-mail as each employee completes the workload training. A report shall be submitted to BUD by FAX at 202-690-0591 or e-mail to vicki_larson@wdc.usda.gov by **October 18, 2002**. The report shall contain the following information.

Description	Total Number
Permanent County Office employees	
Permanent employees that completed training by October 18, 2002	
Temporary County Office employees in the State	
Temporary employees that completed training by October 18, 2002	

C

Contact

Direct questions about this notice to Vicki Larson, BUD at 202-720-2501.
